



APPLICATION

Local Housing Incentive Program Transportation Capital Program (HIP Capital)

The HIP Capital application consists of two stages and involves the use of two forms:

1. The HIP Capital Application (this document) consists of questions designed to determine if a housing development qualifies for HIP Capital funds. Local agencies submit this form initially. Submit 5 copies and one electronic copy of your application to TAM. This form is available as an editable Word file for download from the TAM website at www.tam.ca.gov.
2. After TAM has reviewed the HIP Capital application and verified eligibility of the housing development, the local agency is then requested to use the Local TLC Application to provide information to TAM about the transportation project it proposes to construct with the HIP Capital funds, prior to receipt of HIP funds.

HIP Capital Application

This initial HIP Capital application consists of three parts: 1) Basic Information; 2) Housing Development Readiness; and 3) Housing Development Eligibility. Detailed transportation project information is not required at this time. Refer to the Program Description for full details about the application process. **Refer to the attached HIP Application Attachment 1 for full details about the Housing Development Eligibility, Housing Development Readiness Criteria, and Basic Eligibility Criteria for the HIP Capital Transportation Project.**

Part One: Basic Information	
Project Title:	
Transportation Project Description:	
Total Project Cost:	

HIP Capital Funds Requested:	\$
Local Match:	\$
Sponsoring Agency:	
Co-Sponsoring Agency/Organization:	
Other Project Partners:	

Part Two: Housing Development Readiness	
<p>These criteria will be used to evaluate whether a qualifying housing development will be able to meet the groundbreaking deadline. The transportation capital project must be ready to begin the preliminary engineering, environmental review and clearance, right-of-way, and construction phases, and to secure a federal authorization to proceed with construction by the local obligation deadlines set by TAM. See the Program Description for more information about timing considerations.</p>	
Planning Status of Housing Development:	
Housing Development Financial Readiness:	
Housing Development Plans:	

Part Three: Housing Development Eligibility	
Walking Distance to Nearest Transit Stop:	
Adjacency to a Downtown or Town Center:	

Type(s) of Transit Service:	
Level of Transit Service:	
Housing Density:	
If an Affordable Housing Bonus is Requested:	

HIP Capital Contact Person

Submit 5 copies and one electronic copy of your application to TAM. To contact TAM with any questions, arrange an appointment to review project designs, or to send us the requested materials, please contact:

Carey Lando
 Transportation Authority of Marin
 3501 Civic Center Drive, Room 304
 San Rafael, CA 94903
 Attn: HIP Capital Program

Phone: 415-499-6528
 E-mail: clando@co.marin.ca.us

LOCAL HIP APPLICATION

ATTACHMENT 1

Part 1: Basic Eligibility Criteria for the HIP Capital Transportation Project

These eligibility criteria apply to a local agency's selected transportation project after having been awarded a HIP Capital grant.

1. The project sponsor understands and agrees to the MTC project delivery requirements as described in MTC Resolution 3606.
2. Is the project fully funded with Local HIP Capital funds and other funds that are in control of the local government agency and assigned to the project? Is the project dependent upon other funding yet to be secured? Provide a project budget showing all funding amounts and fund sources secured for the project, and describe how any funding shortfalls will be covered.
3. Is the project dependent upon another uncompleted major capital project?

Part 2: Housing Development Readiness Criteria

These criteria will be used to evaluate whether a qualifying Housing development will be able to meet the groundbreaking deadline and the capital transportation project to be funded by Local HIP funds will be able to meet the fund obligation deadline. The transportation capital project must be ready to begin the preliminary engineering, environmental review and clearance, right-of-way, and construction phases, and to secure a federal authorization to proceed with construction by the local obligation deadlines set by TAM.

1. The project should provide the planning status of the Housing development. A detailed description (including a site plan, building/unit plans, and elevations to the extent they have been developed, as well as photos of the project site, its immediate surroundings, and path of travel to the transit stop) and timeline of the project approval process for the Housing development are needed, as well as the timeline when building permits are expected to be issued, and when housing construction will begin.
2. To be considered for funding, a Housing development should be in the zoning and entitlement process with the local jurisdiction but not have received either a zoning permit or building permit. If a project has either of these, it is considered too far along in the process and is not eligible to receive the grant. The transportation infrastructure improvement to serve the Housing development should be clearly identified as part of this planning process. If the existing transportation infrastructure linking the Housing development to the transit stop is deficient, the local government agency is encouraged to spend HIP funds on constructing the necessary infrastructure improvements.
3. The Housing development should provide the financing status: the sponsor needs to secure all financing required in order to make the project financially viable. If not, the sponsor needs to explain the project financing strategy. Is the project applying for 9% tax credits? If the project does not receive an allocation in its next attempt, how will the sponsor proceed? Is the project applying for HUD financing either through the 202 or 811 program? If the project does not receive a HUD award in its next attempt, how will the sponsor proceed? Is the project applying for funding from the local jurisdiction(s) (such as redevelopment, in lieu or HOME funds)? What is the status of the request for local funding? Overall, will the project be ready to close all financing (and therefore start construction) within 24 months?
4. What is the capital project to be funded by the HIP funds? The local government agency may determine where Local HIP funds should be spent in the jurisdiction. The project funded through HIP must be consistent with Local TLC goals and be approved by TAM for funding eligibility. In addition, adequate connectivity between the Housing development and a transit stop with service that meets the eligibility requirements, provided by existing or proposed facilities, must be demonstrated. A detailed description of the capital project, including project scope, budget, and implementation schedule is needed as well as maps and photos of the project area where improvements will be built.

Part 3: Housing Development Eligibility

The Housing development is used to qualify for a grant to fund a capital transportation improvement. The following eligibility criteria must be met:

1. **Walking Distance from Housing to Transit Stop**—Housing developments must be within one third of a mile from the center of the housing development site to the transit stop via the shortest walking path leading to the transit stop. Housing developments that are within one half of a mile from a rail transit station or ferry terminal are also eligible.
2. **Pedestrian Path of Travel**—A pedestrian path of travel from the center of the project to the transit stop must be provided and demonstrated on a scaled for distance map. The path must comply with the American with Disabilities Act.
3. **Transit Headways**—Housing development must be served by transit service (bus, ferry and/or rail transit¹) with 15-minute headways or less during the peak commute hours of 7-9 am and 4-6 pm. Documentation evidencing the transit peak headway service provided must be submitted. TAM allows two exceptions to this criterion:
 - a. Alternatively, if a Housing development is located in a community's designated downtown or central business district, the Housing development is eligible for funding consideration if the transit serving the downtown provides 30-minute headways or less during the peak commute period. Project sponsor must submit a scaled for distance land use map or zoning map illustrating the location of the downtown/central business district, with the location of the Housing development noted.
 - b. If a Housing development is located within a one-half mile radius of a regional transit corridor, station, or stop, as identified currently by MTC Resolution 3434², the Housing development is eligible for funding consideration if it is served by transit service with 30-minute headways or less during the peak period. On a case-by-case basis, TAM will consider longer peak headways if the project sponsor demonstrates the transit operator's plans to upgrade the service to 30-minute peak headways in the near term. Project sponsor must submit a land use map illustrating the location of the Resolution 3434 existing or approved station/stop, with the location of the housing noted and the pedestrian path of travel from the housing to the station/stop.
4. **Housing Density**—Housing development must meet a minimum density standard of 20 units per acre. Density per acre is determined by evaluation of the net area per acre available to develop. In addition, project sponsor must document the current zoning, and explain whether the Housing development meets or exceeds current zoning.³ The total developable acreage should not include land unsuitable for development such as wetlands, steep grade/hillside, toxic lands, etc. Consultation with TAM and local planning staff may be required to determine the appropriate approach to making this calculation.
5. **Affordable Housing Bonus**—If bonus for affordable housing is requested, Housing developments must identify number of units and level of affordability. For purposes of this program, TAM defines affordable bedrooms as bedrooms located in a housing unit with a monthly cost of no more than 30 percent of a low-income household's gross monthly income, adjusted for family size. Area median income and affordable income limits for extremely low, very low, and lower income households by family size are based on the figures released annually for every county and Metropolitan Statistical Area (MSA) by the U.S. Department of Housing and Urban Development (HUD).

¹ On a case-by-case basis, TAM will consider these criteria to be met if multiple transit routes or lines combine to provide effective 15-minute headways to and from major activity nodes.

² MTC's Resolution 3434 consists of nine rail extensions throughout the Bay Area, a new regional express bus program, and significant service enhancements to eight existing rail and bus corridors as identified in the 2001 Regional Transportation Plan and amended in the Transportation 2030 Plan (pending). In Marin County, this includes the proposed potential commuter rail corridor.

³ Housing developments must meet or exceed the current zoning requirements to receive HIP funding; TAM will not fund Housing developments that involve downzoning.